



OFFICE OF THE ATTORNEY GENERAL
 Government of Guam
 Administration Division
 590 S. Marine Corps Drive, Ste. 706
 Tamuning, Guam 96913

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JOB ANNOUNCEMENT

<p align="center">INVESTIGATOR II (Position Code No. 4.312)</p> <p>PAY GRADE/SALARY</p> <p>OPEN: ML04-01, \$40,149 P/A – ML04-10, \$60,225 P/A</p> <p>PROMOTION: ML04-01, \$40,149 P/A – ML04-20, \$84,953 P/A</p>	<p>ANNOUNCEMENT NO. AG16-JA024</p> <p>AREA OF CONSIDERATION: DEPARTMENTAL</p> <p>APPLICATION WILL BE ACCEPTED FOR THE PERIOD:</p> <p>OPENS: February 19, 2016</p> <p>CLOSES: Continuous</p>
<p>NECESSARY SPECIAL QUALIFICATION</p>	<p>A) Must possess a valid Guam P.O.S.T. Commission approved law enforcement program certificate.</p> <p>B) Must possess a valid Guam driver's license.</p> <p>C) Must possess a valid Guam firearm identification card; [Government of Guam law enforcement officers are exempted from providing proof, 10 GCA, Section 6.0101(a)].</p> <p>D) Must be at least eighteen (18) years of age.</p> <p><u>In addition to meeting the NSOs above, the following requirements must be verified upon job offer:</u></p> <p>E) Must be a United States citizen or a resident who is legally authorized to work within the United States and its territories.</p> <p>F) Must be fingerprinted.</p> <p>G) Must not have been convicted in any civilian or military court of a felony, a crime involving moral turpitude, a crime of domestic or family violence; regardless of being pardoned or commuted by <i>I Maga'lahaen Guahan</i> regarding such conviction.</p> <p>H) A police officer dismissed for cause shall be permanently ineligible for reappointment to any position in the Department. An officer who resigns for the sole purpose of negating or averting a pending or anticipated disciplinary action to dismiss the officer may be ineligible for reappointment.</p> <p>I) Must have good moral character as determined by a background investigation.</p> <p>J) Must be free of any physical, emotional or mental conditions, which might adversely affect his performance of duty as a peace officer.</p> <p>K) Must pass an oral interview selection examination.</p> <p>L) Must submit to and pass a drug screening test, including but not limited to a urinalysis test.</p> <p>M) Must submit to psychological testing.</p> <p>N) Must submit to and pass a polygraph examination.</p>
<p>QUALIFICATION REQUIREMENTS</p>	<p>Three (3) years of experience as an Investigator I or equivalent work, and graduation from a recognized college or university with a Bachelor's degree in criminal justice, business or public administration, political science, behavioral or social science or related fields; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.</p>
<p>NATURE OF WORK</p>	<p>This moderately complex professional investigative work involving criminal/civil cases with the Department of Law. Employees in this class perform moderately complex professional investigative duties on an ongoing basis and participate in the full range of complex investigative duties under closer supervision.</p>
<p>ILLUSTRATIVE EXAMPLE OF WORK</p>	<p>Conducts moderately complex investigations relating to criminal cases and/or complaints of alleged violations of laws, rules and regulations filed with the Office of the Attorney General. Interviews and interrogates witnesses, victims and suspects; obtains, preserves and identifies physical and documentary evidence; examines files and records; serves warrants for arrest, searches and seizures, as necessary. Conducts confidential investigations of alleged misconduct, corruption and malfeasance of government officials and employees. Conducts clandestine meetings with informants and other contacts. Performs surveillance and stakeout; assists federal, military and local law enforcement personnel on raids and arrests, as necessary. Maintains investigative files and prepares investigative reports and evidence to substantiate allegations; testifies in court regarding investigations. Performs related duties as required.</p>
<p>KNOWLEDGE, ABILITIES & SKILLS</p>	<p>Knowledge of the principles, practices and techniques of criminal and civil investigations. Knowledge of the rules of legal evidence relative to the collection, preservation and identification of evidence. Ability to gather facts and information through interviews, research, observation and examination of records and maintain confidentiality. Ability to interpret, apply and make decisions in accordance with pertinent laws, regulations and other program guidelines. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain case files and prepare investigative reports. Skill in the use and care of firearms. Skill in the safe operation of a motor vehicle.</p>

MINIMUM EDUCATIONAL REQUIREMENTS	All new employees (defined as excluding current government of Guam employees, or former government of Guam who are eligible for re-employment or reappointment), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions approved by Attorney General.
DOCUMENTATION REQUIREMENTS	Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an education institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. If you wish to claim for any preference points, please read the employment application General instruction page for additional information. If you have any questions, please contact Administration Division at 475-3324 extension 5110/5115/5120.
SUITABILITY DETERMINATION FORM	Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.
PROHIBITION PURSUANT TO P.L. 28-98	No person convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.
EXAMINATION REQUIREMENTS	A written test is not required. Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of training, education and experience in relation to the minimum requirements of the position.
INTERVIEWING PROCEDURES	A personal interview or interview by telephone (if off-island) will be held by the Office for all eligible's referred via certification.
EMPLOYMENT MEDICAL EXAMINATION	All applicants accepting employment must undergo a medical examination and be declared by a physician as capable of performing the duties of the position being hired for.
WORK ELIGIBILITY	When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as a condition of employment.
DRUG SCREENING	Applicants selected for an offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Testing Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.
POLICE & COURT CLEARANCE REQUIREMENTS	If you are selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). Our Office will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.
VETERAN'S PREFERENCE	Applicants claiming veteran's preference are required to provide a copy of their DD-214 (military discharge form). Those claiming compensable disability are required to provide a copy of a letter from the Veteran's Administration.
WHERE TO APPLY	Submit job applications in person or by mail to the Office of the Attorney General, 590 S. Marine Corps Drive, ITC Building, 7 th floor, Ste. 706, Tamuning, Guam 96913. Office hours are between 8:00 a.m. - 5:00 p.m., Monday through Friday. In addition, job announcements and job application forms are accessible on our website at www.guamag.org . Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.
FOR MORE INFORMATION	Contact our Office at (671) 475-3324 extensions 5110/5115/5120 or hr@guamag.org , or visit us at 590 S. Marine Corps Drive, ITC Building, 7 th floor, Ste. 706, Tamuning, Guam 96913



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